

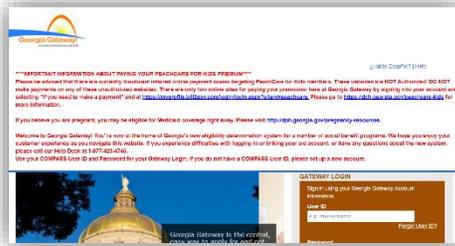
If you have problems working through the new system, call the **Gateway Helpdesk at (877) 423-4746**

GEORGIA GATEWAY: HOW TO LOGIN AND COMPLETE AN APPLICATION

1

OPEN THE HOMEPAGE

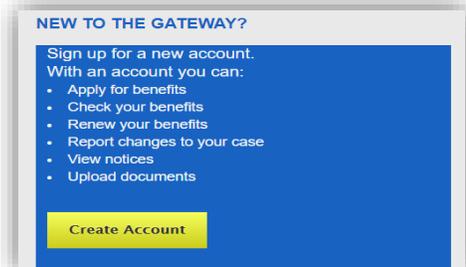
Open your browser and go to <https://gateway.ga.gov/access/>.



2

SIGN UP FOR AN ACCOUNT

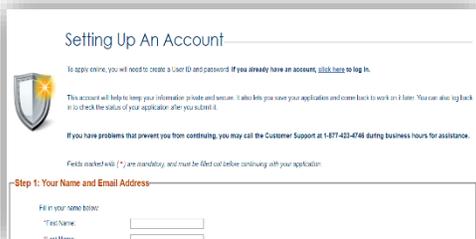
Scroll down towards the bottom of the screen and click "Create Account".



3

SET UP THE ACCOUNT

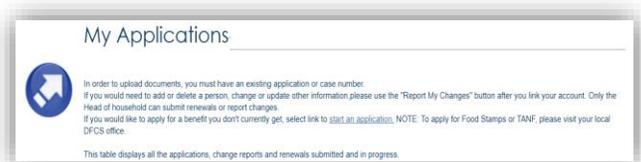
Set up your Gateway account by filling in your information.



4

ACCESS AN APPLICATION

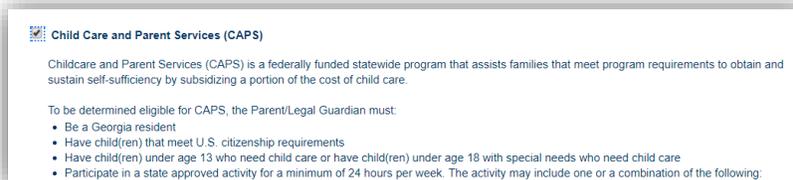
Read the directions and then click "start an application."



5

CHILD CARE AND PARENT SERVICES (CAPS) APPLICATION

Select the box for the Child Care and Parent Services (CAPS) application.



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6 **LINK YOUR ACCOUNT**

If you have an existing case, you can link your Gateway account to your benefits. You will then be able to upload documents, report changes, and view your benefit information.

If you are currently receiving benefits, select the link to [link your account](#) so that you can report changes, view your benefit information, or renew your benefit.

7 **GET STARTED**

The Child Care and Parent Services (CAPS) application will prompt you to begin entering your information for the various sections of the application.



8 **SAVE YOUR INFORMATION**

As you complete your application, remember to save your information. You can exit and return to the application as needed. The “Save and Exit” and “Next” buttons are located at the bottom of the screen.



9 **FINISHING UP THE APPLICATION**

After you have entered ALL your information, review your completed application and verify that all the information is correct.

10 **SIGN & SUBMIT**

Sign your name electronically and submit the application.

11 **Upload Documents**

After you submit your application, click the “Upload Documents” link.

If you would like to upload documents, select link to [upload documents](#).
If you would need to add or delete a person, change or update other info

